

## 20080819 WTTOWN HALL RENOVATION COMMITTEE MINUTES

1700 Town Hall

**PRESENT:** Bea Phear, Kent Healy, Ginny Jones; Kathy Logue, Staff Liaison, Jim Osmundsen and Bruce MacNelly arrived at 1710; Mike Josefek, OPM

**ABSENT:** Chuck Hodgkinson

**MINUTES:** We did not discuss

**CONTRACT:** The first trailers (storage) will arrive on August 27, to be followed shortly by the office trailers. The staff move is expected to take place on September 19 and 20, with the finish on the 22<sup>nd</sup>. In order to give time for resolution of any contingencies which may arise, the contract with Scanlan will be drafted so that the start date of construction is 1 October, 2008.

**GENERATOR:** Bea reported that Griffin and Veary gave 3 quotes for auxiliary generators based on three levels of potential service. We discussed this and agreed to ask David Steere for a quote for a portable 10 KW portable generator which would be adequate to run the furnace (to keep pipes from freezing) and which would be dedicated to Town Hall use. Ginny will talk to him.

**SOLAR PANELS:** A meeting will be scheduled with the Historic Commission in September to pursue approval for up to 12 roof panels, which will be installed by the GC but which will be funded through Vineyard Energy Project. This will be mentored by Jim.

**HEAT RECOVERY SYSTEM:** Bruce revived the issue of whether we should pursue installation of 4 heat recovery units (each floor and janitor room) and after lengthy discussion the committee very reluctantly agreed that we would not go forward with installation at this time. Although Kate felt that they are an important component of the system, we are concerned about the cost versus potential savings, and decided to re-evaluate later and perhaps retrofit if feasible.

**STORAGE:** Kathy expressed concern about documents which are already mildewed or somewhat compromised during their time in storage and then back in TH. We agreed to install small de-humidifiers in the storage trailers (Mike to get estimates and info on how to install) and it was noted that the finished basement will have a fairly sophisticated dehumidification system. This should help prevent further deterioration.

**MOVING:** Bea had requested bids from several on and off-island movers. Carrolls made the only estimate, which is \$6483 to move everything out of Town Hall. This does not cover some potential additional costs such as rolling containers or packing. . The Committee MSV to recommend to the BOS that we engage Carroll, and they will be told

that the move will take place on the 19<sup>th</sup> and 20<sup>th</sup> of September, that unpacking by the staff will ensue and that Carrolls will remove any packing materials on the 23<sup>rd</sup>.

**TESTING SERVICES:** Mike recommends hiring a testing service for the variety of tests that will be required. He recommended Briggs Engineering. We will need to get three estimates and confirm that they are readily available which Mike will do. **PLEASE NOTE:** Blower door test – this is a separate issue and has a line item in the budget, further it may be done by a local entity.

**USE OF OLD LIBRARY:** Kent has been concerned about the load capacity of the second floor and a second means of egress. Bea discussed this with the Building Inspector and determined that the second floor can be used for three carefully placed full time staff desks, and one part time shared desk. We agreed that the emergency egress issue remains and Mike will research the cost of renting a section of staging stairs (complies with OSHA) for emergency egress out through the casement window (formerly had an emergency exit) off the S side. Staff will be asked to limit what is moved upstairs and when desks are installed, the building will be re-evaluated to see if some Lawley columns should be installed.

**EMERGENCY ALARMS:** Bruce raised the issue of fire and smoke detectors, and Mike will arrange that all the trailers and the Old Library are adequately protected (up and down stairs) and tied into the temporary emergency alarm system which will protect Town Hall.

**MEETINGS:** Starting in September we will meet in the Howes House, and starting next week (if a meeting is necessary) meetings will begin at 1715. Bea will be away for approx. 10 days, Kathy will be away at the end of August, and Kent will be away for the first two weeks of September.

**TRAILERS:** Kent will revise the drawings to reflect a 7 foot wide deck between the office trailers, and Mike Hull will be encouraged by Mike to submit an estimate. If he cannot do it other options exist.

Respectfully submitted:

Virginia C. Jones

*Approved September 9, 2008*